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# PAYMENT SERVICES USER MANUAL

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## FISCAL CODING AND COST DISTRIBUTION OF A RECURRING PAYMENT

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### INTRODUCTION

Generally, most agencies will enter the fiscal coding in the Template and only make minor changes on the **Distribute** screen. However, after a template has been saved and a payment has been scheduled, you can distribute the payments or make changes to the fiscal coding. This process also authorizes the payments and therefore is a required part of the process. In addition, the fiscal coder can exclude specific vendors or line item payments from a scheduled payment.

### TO ENTER FISCAL CODING

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. If you do not see the template you need, select a time period from the **Template Pending thru** menu.
4. Click **Select** next to a payment in the **Scheduled Payments** section.
5. The payment will open in the **Distribute** screen.
6. Depending on how much fiscal coding was entered on the template, enter or change the fiscal coding as needed. Fiscal codes required by the transaction code but not entered on the template will be highlighted in pink. (The transaction code is required when creating a template.)
7. Complete the fiscal coding. To search for, or look up, a fiscal code:
  - a. Place the cursor in a field designated with an asterisk and press F3. For example, you can search for vendor numbers by using the look up **Vendor No** field
  - b. In the look up dialog box, enter any combination of search criteria. You can enter a partial names or numbers or use the wild card symbol (%).
  - c. Click **Find**.
  - d. Click the **Select** next to the fiscal code or the fiscal code itself and it will be automatically entered, and any other fiscal codes associated with it will also be automatically entered.

8. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the distribution grid). The fiscal codes will be validated. Any errors will generate an error message and the fiscal code field(s) will be highlighted in red.
  - Click **Clear** to clear the distribution grid without saving any changes.
  - If you decide the payment is incorrect, click **Delete Payment**.
9. Click **Cost Disb. Complete** check box if finished. To distribute the payment costs, see below.
10. The payment is ready for approval.

## TO DISTRIBUTE RECURRING PAYMENT COSTS

You can create duplicate rows of the payment(s) and change the amounts, funding source, etc., on the multiple rows to manage your costs and payments.

1. To create an additional row for distribution, click **Dup** next to an existing row. The duplicate row will appear *above* the original row.
2. Change the amount in the **Amt** fields on both the original and duplicate row and change any other fiscal fields as needed, e.g., to change funding sources.
3. If needed, select the **Show Vendor Info** check box to verify the vendor name and address.
4. Continue to duplicate rows to distribute the costs to your various funding sources.
5. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the distribution grid). The fiscal codes will be validated against STARS tables. Any errors will generate an error message and the offending field(s) will be highlighted in red.
  - Click **Clear** to clear the distribution grid without saving any changes.
  - If you decide the payment is incorrect, click **Delete Payment**.
6. Click **Cost Disb. Complete** check box when finished.
7. The payment is ready for approval.

## TO EXCLUDE A LINE ITEM FROM BEING PAID

You could pay only part of a recurring payment by excluding some of the line items from the scheduled payment.

1. If needed, select the **Exclude** check box next to a line item on the **Distribute** screen to exclude it from payment. Excluded items will not go to the **Approval** screen.
2. If needed, select the **Hide Excluded Rows** check box to hide those payments you marked as excluded.